

Conference Specifics

The registration fee is \$375 per attendee. This amount covers the cost of the conference, materials, two breakfasts, one lunch and refreshments. A late charge of \$10 will be added effective March 25. A full refund will be made for all cancellations received before that date. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

Location and Accommodations

The conference will be held at the Loews L'Enfant Plaza, 480 L'Enfant Plaza, S.W., Washington, DC 20024. A room rate of \$189 (single or double) is available for hotel reservations made by March 24. Call toll-free 1-(800)635-5065 or locally (202)484-1000 (x5000) to make hotel reservations. To receive the special group rate, you must notify the hotel that you are attending the FEC campaign finance laws conference. After March 24, room rates are based on availability. The hotel is located near the L'Enfant Plaza Metro and the Virginia Railway Express stations. Parking is available at the hotel (enter parking on D Street, S.W.) for a fee of \$15 per day and \$22 overnight.

How to Register:

To register, complete the enclosed registration form or register online at www.fec.gov/info/outreach.shtml#conferences. For registration information, call Sylvester Management Corporation at 1-(800)246-7277 or send an e-mail to lauren@sylvestermanagement.com.

Program Information

For information on the program, call the Federal Election Commission toll-free at 1-(800)424-9530 (press 6) or locally at (202)694-1100.



Federal Election Commission
999 'E' Street, N.W.
Washington, D.C. 20463



FEDERAL CAMPAIGN FINANCE LAW CONFERENCE

For Corporations and their
Political Action Committees

Washington, DC

April 25-27, 2005

FEDERAL ELECTION COMMISSION
Washington, D.C. 20463

The Federal Election Commission is holding a comprehensive training conference for corporations and their political action committees in Washington, D.C. This conference is designed to help corporations understand and comply with the federal campaign finance law, including the requirements of the Bipartisan Campaign Reform Act (BCRA). The conference will provide an overview of the basic provisions of the federal election law and discuss its specific requirements as they apply to corporations and their PACs. In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

Space is limited, so please register by March 24, 2005. Registrations are limited to two people per organization and will be accepted on a first-come, first-served basis. If you have any questions, call the Commission at 1-(800)424-9530 (press 6) or locally at (202)694-1100. We look forward to meeting with you.

Monday, April 25, 2005

- 1:00 – 1:45 Registration
- 1:45 – 2:00 Welcome
Conference Overview
- 2:00 – 3:30 Basics of the Law: the Big Picture
*Contributions – limitations and prohibitions
*Independent expenditures
*Public communications
*Disclaimers
*FEC's role
- 3:30 – 3:45 Break
- 3:45 – 4:30 FEC Jeopardy
Refresh your knowledge and meet fellow attendees at this fun review of FEC basics

Tuesday, April 26, 2005

- 8:00 – 8:45 Registration/Breakfast
- 8:45 – 9:00 Welcome
- 9:00 – 10:30 Corporate PAC Fundraising, Part 1
*Restricted class
*Solicitation notices
*Collection of contributions

- 10:30– 10:45 Break
- 10:45– 12:15 Corporate PAC Fundraising, Part 2
*Payroll deduction
*Raffles, auctions and events
*Meetings
*Written and electronic communications
- 12:30– 1:30 Lunch/Roundtable Discussions
At each table, an FEC Commissioner or staff member will informally discuss a topic related to federal campaign finance law. A list of the different table topics and discussion leaders will be provided at registration. Sit at the table of your choice.
- 1:45 – 3:15 FEC Reporting
*Filing requirements
*Disclosing contributions and expenditures
*Amending reports
*Common problems to avoid
- 3:15 – 3:30 Break
- 3:30 – 4:30 One on One Q&A with FEC and IRS Staff
The Campaign Finance Analyst who reviews your committee's reports will be available to answer questions about reporting and the FEC's review process. E-filing experts from the FEC's Electronic Filing Office and tax law experts from the Internal Revenue Service will also be available to meet with you individually to answer your questions.

Wednesday, April 27, 2005

- 8:00 – 8:30 Breakfast
- 8:30 – 10:00 Communications
*Express advocacy
*Electioneering communications
*Coordination with campaign or party staff
*Corporate communications
- 10:00– 10:15 Break
- 10:15 – 11:45 Breakout Sessions: (Choose one)
- Option A1: Organizing Political Events on Behalf of Federal Candidates or Parties
*Candidate appearances, "meet and greets" and fundraising events
*Rules for corporate involvement
*Use of corporate facilities and resources by campaigns, parties and individuals
- Option A2: New Developments in Campaign Finance Law
*Latest FEC rules, AOs, enforcement actions and litigation
*FEC/IRS requirements for 527 organizations
*Q/A with senior FEC staff
*Tax law for corporate PACs

FEC Conference Registration Form

Name:

Position:

Organization (Note: Registration is limited to two people per organization):

Street Address:

City/State/Zip:

Telephone Number:

FAX Number:

E-mail Address:

Wednesday, April 27 AM Breakout Selection

Please check one of the following options:

Option A1: Organizing Political Events on Behalf of Federal
Candidates or Parties

Option A2: New Developments in Federal Campaign Finance
Law

To register, choose one of the three options below:

1. Mail registration form and fee by March 24, 2005 to:

Sylvester Management Corporation
PO Box 986
Irmo, SC 29063

Please make check (\$375) payable to Sylvester Management Corporation; note FEC 2005 DC Corporate Conference on the memo line, as applicable. **Note:** Credit card payments will be credited as paid to Sylvester Management Corporation on your statement. For credit card payments, please complete:

I authorize payment to my credit card below:

Credit Card

☐ Visa[®]

☐ MasterCard[®]

☐ American Express[®]

Card Number

Expiration Date

Name on Card

Billing Address

Signature of Cardholder

2. Fax registration form and credit card payment information to (803)732-0135.

3. Register online at:

www.fec.gov/info/outreach.shtml#conferences